

SANDY CITY
APPROVED CLASS SPECIFICATIONS

I. <u>Position Title:</u> Risk Management Intern	<u>Revision Date:</u> 1/07
	<u>EEO Code:</u> Admin. Support
	<u>Status:</u> Non-exempt

II. Summary Statement of Overall Purpose/Goal of the Position:

Under the general supervision of the Risk Manager or Risk Officer, performs evaluations of many operational areas of the City and also performs various technical and risk management studies.

III. Essential Duties:

- C Conduct research to learn the impact of standards imposed by federal, state and local laws on specific City activities.
- C Conduct research to learn the practices and standards of professional and other applicable organizations.
- C Assist in creating standards by which to measure the success of Sandy City in various areas.
- C Review and assist in revision of City or department policies and precedures.
- C Make recommendations for improvement.

IV Marginal Duties:

- C Conduct various technical and risk management studies
- C Perform other duties as assigned

V. Qualifications:

Education: Undergraduate or graduate study in business, insurance, public administration, risk management or related field. Prefer individual at senior or graduate level of studies; must possess a valid Utah Driver's License.

Knowledge of: Governmental rules, regulations and practices; some knowledge of principles of general liability and worker's compensation; related federal and local laws and regulations; computer software including word processing, spreadsheets and a presentations program; technical writing and analysis; correct English usage, vocabulary, spelling and arithmetic.

Communication Skills: Ability to professionally research, analyze, furnish and obtain information from other departments; excellent writing and research skills; contact with employees and citizens requiring tact and judgement to avoid friction; ability to make presentations in written and verbal form to city management.

Tool, Machine, Equipment Operation: Requires the regular use of a personal computer, printer, copier, vehicle and telephone system; occasional use of a typewriter and 10-key adding machine.

Analytical Ability: Prioritize tasks; work well under pressure and impending deadlines; relate well with a variety of persons under varying circumstances.

VI. Working Conditions:

Significant mental effort is required daily, moderate mental pressure and fatigue exist during a normal workday due to exposure to deadlines; moderate stooping, kneeling bending and walking required; frequent field work outdoors with exposure to the weather and elements.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____